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5 September 1968

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MEMORANDUM FOR : All DDP Staff and Division Chiefs  
SUBJECT : DDP Contributions to the LBJ Library

1. As you are all aware from discussions at my staff meetings, the Agency has been directed to participate in making its contribution, along with all other agencies of the U.S. Government, to the Johnson Presidential Library. I am writing this memorandum in order to clarify the task before each of us, and to outline the responsibilities and deadlines.

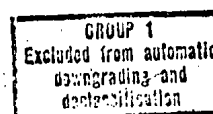
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2. First of all, the DCI has selected [ ] to head up the Agency's role in this undertaking. I have selected two CS officers, [ ] and [ ] to work with [ ] and with you and your chosen representative to provide guidance and assistance in making your contributions. [ ] will have the responsibility of assuring that the CS contributions are prepared and that deadlines are met. The final deadline is, as you are aware, 30 November 1968. By this time all material to go into the Johnson Library must be prepared, approved, and microfilmed. Events that need recording that occur after that date, may be submitted until 20 February 1969.

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3. Several questions have arisen regarding this program, such as whether any CS material should be sent to Austin, and if so, should it be completely sterilized. Since it is well-nigh impossible to make across-the-board determinations, this should be handled on a case-by-case basis with my two representatives, who will discuss them with [redacted] In the<sup>25X1</sup> last analysis, the DCI will make the final decision in cases that cannot be resolved at that level. Another question is whether a component should attempt to write up its substantive contribution to the U.S. effort in a particular critical foreign situation, and if so, how forthcoming we should be. The answer is that we should write such papers, and they should be as accurate on the substantive aspects as possible, but not deal with the operational aspects. Depending on how they appear on completion, these papers may well be kept in the physical custody of the Agency, as this can certainly be done, and has been done in the case of the Eisenhower and Kennedy libraries. Questions on this subject should be referred to [redacted] and [redacted]

4. Another facet of this program that requires your attention is the making of an inventory of all papers that have been sent to the White House or the 303 Committee, and from such

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inventory, to determine which of these papers should remain in its custody for transmission to Austin, and which should be retrieved and remain in the Agency's custody.

5. It hardly needs emphasizing that if we are to have our job completed by our deadlines, sufficient manpower, including typing help, must be allocated to this job to the exclusion of all other assignments. I would appreciate your ensuring that this is done, and that your component representatives are made aware of the urgency of their assignments.

Thomas H. Karamessines  
Deputy Director for Plans

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